

Job Description



General Details

Job title:	Senior Researcher in Stress (LSE-PRT004)
School/Service:	Life Sciences and Education
Normal Workbase:	Stoke
Tenure:	Permanent
Hours/FTE:	1.0 FTE
Grade/Salary:	Grade 7

Job Purpose

- To facilitate and support in data collection/analysis leading to internationally excellent research outputs within the area of psychological stress
- To support in the development of case studies to be submitted for REF 2020
- To support in writing external/ competitive grant applications
- To support teaching/ academic delivery where needed
- To engage in dissemination and public engagement activities.

Relationships

Reporting to:	Head of Department/ Director of Research
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Main Activities

- To carry out internationally excellent research as directed by and in conjunction with senior research staff.
- To undertake relevant data collection using quantitative and qualitative methods, taking a lead role in the day-to-day research activities
- Perform appropriate analyses of data (both quantitative and qualitative)
- To undertake literature searches and stay abreast of emerging literature related to the project
- Preparation of ethical submissions for University and NHS ethics committees
- To take responsibility for the collection, analysis and synthesis of data.
- To prepare concise research reports and present data in a clear and logical manner
- To contribute to the dissemination of research outcomes/ findings
- To engage in some undergraduate and postgraduate teaching and supervision.

Special Conditions

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be subject to the University being satisfied with the outcome of an enhanced check of criminal records via the Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau). The successful applicant will be required to disclose all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions.

The role holder will be required to travel between sites from time to time in a cost effective manner, which may be through the use of a car.

External Activities

External activities which enhance the work of the post holder are encouraged within the overall provisions of the exclusivity of the service arrangements to which the post holder is subject. Additionally, the Institution encourages employees to take a cross University role e.g. through membership of Committees and Working Parties.

Professional Development

The University is keen to support staff in achieving high standards of teaching in order to facilitate effective student learning. All newly appointed full-time and fractional contracted members of academic staff who have less than three years teaching experience and do not have an equivalent qualification, are required to undertake and complete the Post Graduate Certificate in Higher and Professional Education (PgCHPE) as a condition of their employment with Staffordshire University. Positive engagement in CPD in order to attain a high standard of teaching will be one of the factors considered at annual appraisals and when promotions are being made. Active involvement in the Post Graduate Certificate in Higher and Professional Education would be one source of evidence.

If, because of your previous teaching experience and/or an equivalence in terms of a teaching qualification you are not required to complete the PgCHPE, you would still be required to gain Fellowship of the HEA if you have not already done so. An internal 'Routes to Fellowship' scheme, which consists of a portfolio and reflective discussion, is available to enable staff to work towards the relevant level of HE Academy Fellowship.

Research and Scholarly Activity

The duties of lecturing posts include participation in appropriate research and scholarly activity indicated in the Research Policy of the University. The extent of involvement in research and scholarly activity may vary with the balance between teaching, administration and research appropriate to particular posts. This will be determined by your Dean of School in consultation with you, and will be reviewed regularly through the staff appraisal system. While it is in the nature of research and scholarly activity that it will often take place throughout the year and be integrated into the overall pattern of activities, it is envisaged that the periods of the year outside normal teaching weeks and the holiday entitlement will primarily be devoted to research and scholarly activity.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact: Head of Department - James Capper; J.Capper@staffs.ac.uk or Professor Marc Jones at marc.jones@staffs.ac.uk

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

Guidance for Disclosure Applicants

Please note that, if offered this position, the appointment procedure requires an Enhanced level of Disclosure with the Disclosure & Barring Service (DBS) (formerly CRB) as detailed above in the enclosed job description.

Enhanced Disclosures are for posts that involve a significant degree of contact with children or vulnerable adults. In general the type of work will involve regularly caring for, supervising, training or being in sole charge of such people.

A Disclosure is a document containing information held by the police and government departments. It can be used by employers to make safer recruitment decisions and is provided by the Disclosure & Barring Service (DBS), an executive agency of the Home Office. Disclosures will provide details of a person's criminal record including relevant cautions, convictions, reprimands and warnings held on the Police National Computer (PNC). Depending on the level of Disclosure it might also contain information held by government departments and local police forces.

In applying for a Disclosure the successful applicant will be provided with the relevant form and guidance notes supplied by DBS. The form must be completed and returned to Human Resources together with various **original** documents confirming identity (full details will be provided at the time). The successful applicant will be required to disclose all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions.

The completed Disclosure application form will be countersigned and forwarded to the DBS by Human Resources. The DBS will then undertake the necessary checks with the Police and other relevant authorities.

After all checks have been carried out, the DBS will send the Disclosure directly to the applicant, which will list any details obtained from those checks. This Disclosure must be presented to the Faculty to be scrutinised- details of whom this document must be presented to will be given at the time. In the event of the DBS check highlighting information held on any of the databases accessed, it may be necessary for a meeting to be convened with the successful applicant in order for an informed decision to be made as to whether or not this affects the offer of appointment. The final decision as to whether appointment can proceed will be made by the Director of Human Resources.

Policy Statement on the Recruitment and Employment of Ex-Offenders

Background

The first priority of Staffordshire University is the safety and welfare of children and vulnerable adults in our care, who use the services of the University or come into contact with members of the University. We intend to achieve this by exercising rigour and vigilance in employment-making; criminal record Disclosures are central to this.

Recipients of criminal record Disclosures must duly comply with the DBS Code of Practice as well as the University's policies and procedures. Disclosure information will be treated as sensitive personal data; recipients will follow the University's data protection and criminal record checking procedure when handling Disclosure information. The University will treat all applicants fairly judging people's criminal records on merit, in accordance with the law and in relation to the responsibilities of the post in question. The University will not subject anyone who discloses a criminal record to unfair treatment on the basis of convictions, subject to relevant legislation and reasonable judgement.

Policy Statement

- As an organisation using the Disclosure & Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Staffordshire University complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed
- Staffordshire University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of gender, race, nationality, religion or belief, disability, age, sexual orientation or trades union activity or offending background
- We have a written policy on the employment of ex-offenders which is available on the University's website
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all job advertisements and job descriptions will contain a statement that a disclosure will be requested in the event of the individual being offered the position
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to Human Resources at Staffordshire University, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process
- Disclosure is required for all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions

- We ensure that those at Staffordshire University who are involved in the recruitment process have been suitable trained to identify and assess the relevance and circumstances of the offences. We also ensure that they have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment

Having a criminal record is not necessarily a bar to working with us; this will depend on the nature of the position, the circumstances and background of offences.

Person Specification



Job Title: Senior Researcher in Stress (LSE-PRT004)

School: Life Sciences and Education

The qualifications, experience, knowledge, skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.

No	Selection Criteria Description	Essential [E] or Desirable [D]	Assessed by *
1	PhD (or close to completion) or equivalent Level 8 qualification (e.g., Professional Doctorate) in a relevant discipline.	E	A
2	Ability and experience in coordinating/leading and carrying out academic research in a logical and rigorous manner within the agreed timescales.	E	A/I
3	Expertise in psychophysiological data collection; specifically, with a focus on stress related measures (e.g. cortisol, cardiovascular reactivity)	E	A/I
4	A high level of proficiency in quantitative analysis	E	A/I
5	Experience of applying for ethical approval	E	A/I
6	Excellent communication skills for effective liaison and coordination with other academics and professionals	E	A/I
7	A high level of proficiency in verbal and written communication skills, including the ability to present complex information in a clear and logical manner and/or draft concise research reports, and experience of preparing articles for peer-reviewed publication	E	A/I
8	Ability to carry out effective literature searches/reviews	E	A/I
9	An understanding of the University's strategy and values, with the ability to demonstrate behaviours that align to the values	E	I
10	Experience of applying for research funding	D	A/I

***Key**

[A] Application form

[I] Interview

To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'

To be assessed during the interview process including selection tests or presentation, as appropriate